

FAQ SHEET

Frequently Asked Questions When Completing your Annual Church Profile

- 1. Q: Our church year runs January–December. How do I fill out our ACP?**
A: Your statistics may reflect any 12-month period. For historical purposes, it is optimal to use the same 12-month period each year. Enter the number of the final month of your statistical year at Question 14.
- 2. Q: Our church does Awana. Where do I enter this information on the ACP form?**
A: These numbers are not specifically requested, but may be included under Question 9, Discipleship Development and Training.
- 3. Q: I do not have a computer to enter the data online.**
A: Complete the forms manually and return them to your association office by their due date. They will complete the online data entry.
- 4. Q: I have entered my data online. Do I need to mail hard copies?**
A: Many associations ask that you return a hard copy to their office, but the digital copy is all the TBMB needs. Please confirm with your local association what they prefer.
- 5. Q: What kind of reports can I print for our church use?**
A: You may print hard copies of the following:
 - a. Current Year ACP
 - b. Church Trend Profile (5-year trend analysis of your church, complete with color charts)
 - c. Church Ten Year Profile and Church Multi-Year Digest (multi-year stats at a glance)
 - d. List of Church Leadership Names and Addresses
- 6. Q: Can I get these reports if I don't have a computer?**
A: Yes! Your local association office or the state convention can mail a hard copy or email a PDF copy to someone in the church.
- 7. Q: Can I update the Leadership Profile information when we have a leadership change?**
A: Yes! The church's Leadership Profile can be updated any time there is a change in church leadership, giving both you and your ministry partners current information in real time.

Privacy Policy (rev 5/17)

It is the policy of the Tennessee Baptist Mission Board (TBMB) that information collected through the Annual Church Profile (ACP) or through attendance of an TBMB event for church and associational leaders will only be voluntarily released to Tennessee Baptist Convention or Southern Baptist Convention Institutions, congregations, associations, entities, and agencies and used by the ministries of the TBMB. Representatives of sister state conventions that commit to the licensing agreement for SBC Workspace may also be able to view specific church information. All such entities with access to the data commit to use the data appropriately as defined in the SBC Workspace Operating Agreement and to not use the data to conduct fundraising. Contact information for churches collected through this process, but which is otherwise available to the general public, (e.g., address, phone number, e-mail address and website), and statistical data may also be placed in a searchable database on the TBC website. While certain basic precautionary measures are taken to reduce the possibility that this information can be skimmed or downloaded from the website, there is no guarantee that the information in question cannot be obtained by a third party.